



**Staff Report to  
The Mayor and City Council  
For the Month of September 2006  
Prepared October 4, 2006**

**Top Priority Action Items**

<b>Item No.</b>	<b>Date of Change in Status</b>	<b>Item</b>	<b>Comments</b>	<b>Department</b>
1	September 28, 2006	Dohman Dam—FEMA Funding	We were approved for \$330,000 in funding and have submitted a request for reimbursement.	Water
2	September 28, 2006	Beard's Hollow ADA issues	Change Order #1 for the Discovery Trail South Paving includes paving the parking lot and this should address the vast majority of these issues.	Administrator
3	September 28, 2006	Scenic By-Ways Grant--Overlook	We are working with WSDOT to complete the transfer. At issue is a match for the geotech work done by WSDOT that must be resolved before the transfer can be completed. We may be better off to simply pay the match—it is approximately \$1,000—so we can complete the transfer	Administrator
4	September 28, 2006	Discovery Trail—South Main Crossing	The permits are complete and Pacific County will complete the installation, target start date is October 2.	Administrator
5	September 28, 2006	Discovery Trail Paving	Work has commenced. We adjusted the trail base width from 12' to 10' which should result in a cost savings from the reduction in base rock.	Administrator
6	September 28, 2006	Discovery Trail Phase 2	We are awaiting the agreement of Attorneys fees for McArthur.	Finance
7	September 28, 2006	Comprehensive Plan Update	Work is on-going. Requested CREA adjust their practice to be more audience participation focused. Next public meeting is October 25 <sup>th</sup> in City Hall.	Community Development
8	September 28, 2006	Parks and Recreation Plan	Council approved the change in the CREA agreement to do the parks and open space element. We will announce the date, time, and location of the kick-off public meeting for this element during the October 25 <sup>th</sup> Comp Plan meeting, we are targeting November 8 <sup>th</sup> .	Parks
9	March 9, 2006	Storm water Master Plan	No action taken yet	Streets
10	September 28, 2006	Community Development Director Search	Kaye Simonson accepted the position and is scheduled to start work on October 16 <sup>th</sup> .	Administrator

## Future Council Action Items

Item	Target Council Meeting	Date of Change in Status	Item	Comments	Department
1		February 2006	Water and Sewer Hook up policies	Our existing policies do not provide for adequate protections for non-payment of connection fees. We need to allow for discontinuation of service if these fees are not paid in a similar fashion to non-payment of monthly charges. Additionally, we currently don't have language that provides an expiration date for connection fees, resulting in the potential for individuals paying connection fees now and not connecting for years—and not having to pay the higher cost that would be in place in later years. It is common practice to have the fees expire if service is not established. Most recently we had someone come in with a photo copy of a receipt from 1989 showing a \$400 payment for a new water hook up and asking us to connect the service. We are currently waiting for them to provide proof that the person who paid the \$400 owned the property at the time and for more information on their purchase of the property—they contend the sale included the hook up as part of the transaction.	Administrator
2	On Hold	July 13, 2006	Planning Fees	Staff is preparing a revised fee structure for Planning and Community Development Fees to discuss with the City Council at a workshop. Staff will also explore the possibility of reducing the appeal fee for appeals of minor items—we will discuss the fee the Hearings Examiner would charge for appeal of various administrative decisions.	Community Development
3		September 28, 2006	Codification	We have forwarded the draft to Sterling Codifiers for revision. We still need to provide language relating to the model	Administrator

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				B&O tax and then adopt the final document.	
4	ICW Comp Plan	January 2006	Vacation Rentals	Council included this topic for the Comprehensive plan update	Administrator
5	NONE	September 28, 2006-- Complete	19 <sup>th</sup> Street	The developer is making the drainage improvements needed—we don't anticipate and further action regarding the drainage requirements for the project.	Administrator
6		September 28, 2006	Lodging Tax Use	The State provided additional clarification that in effect reaffirmed the original position. LTAC Chairman Fred Cook and I will be meeting with the Merchants Association in October to discuss changes in distribution and allocation of funds in a manner that will allow for continued support to the festivals at the current levels. There are a couple of options under consideration at this point. This will require a significant level of cooperation with the City, the Merchants Association, Visitors Bureau, and Festival Chairs.	Administrator
7	October 20	September 28, 2006	Alley Easement	Mayor Ramsey and I met with the Edgewater Condo Association leadership and discussed options that could resolve this issue to avoid legal action. I provided the City Attorney a draft letter for review.	Administrator
8	October 20	September 28, 2006	EMS Inter-local agreement and Ambulance Service agreement.	The three agencies are working together on an inter-local agreement to formalize the relationship between Ilwaco, Long Beach, and the Chinook Fire District. I will draft the agreement for review by the group. There is a sub-committee working with MEDIX on the level of service details for the agreement between MEDIX and the agencies.	Administrator
9	On Hold	September 28, 2006	Water System Master Plan Review and Adoption	G&O prepared a draft master plan for review and adoption.	Administrator

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10		No Change	B & O Tax – Model Cities Ordinance	Adoption of a statewide standard B & O Tax, per Association of Washington Cities. Ordinance Will be prepared. Required by EHB2030	Finance
11	On Hold	September 28, 2006	Construction Meter Rate	We currently charge only the cost of water for construction meter use. Staff plans to recommend a base rate charge in conjunction with the usage charge to make fees consistent amongst all water users. We do charge a base rate, times number of days used.	Water
12	On Hold	September 28, 2006	Cross Connection Program	Completed the workshop, need to finalize draft ordinance and move forward.	Water
13	On Hold	September 28, 2006	Water Comp Plan	Staff met with G&O to go over the contents of the new water comp plan.	Water
14	October 20 <sup>th</sup> 2006	October 4, 2006	Zoning Code Text Amendments	We have not heard anything back from the State agencies on the draft. The 60 days will expire before the October 20 <sup>th</sup> meeting so we will have adoption of the revisions on the agenda	Community Development

## Grant Status Report

Project or Use	Funding Source	Amount Requested Awarded/Remaining	Department Responsible for Grant	Status
Discovery Trail	Washington State Historical Society	\$196,000 awarded, 28,000 received, \$168,000 remaining	City Administrator	Funds available
Discovery Trail Overlook	SAFETEA-LU	\$124,900 awarded \$124,900 remaining Phased allocation with \$50,144 available through FY 2006	Transferring to Ilwaco	Waiting for Ilwaco's letter accepting transfer of lead agency
Discovery Trail Overlook	National Scenic Byways	\$134,534 awarded \$17,400 used for Geo Tech \$117,134 remaining	Transferring to Ilwaco	Waiting for approval of transfer of lead agency
Discovery Trail Overlook	Federal Appropriations Request	\$350,000 requested	Transferring to Ilwaco	Pending
Discovery Trail Port of Ilwaco	Federal Appropriations Request	143,300 requested	Would like to transfer to Port of Ilwaco	Pending—will make decision on transfer if successful
Fire Equipment Purchase	Templin Foundation	\$29,067 awarded, \$29,067 received, \$29,067 spent.	Finance Director	Bids have been awarded, waiting to make payment.
WWTP Phase 2 & 3	Washington State CTED, CDBG Grant	\$1,000,000 awarded \$800,000 received, \$200,000 remaining	Finance Director	Closeout documents 90% Complete
WWTP Phase 2 & 3	WS DOE, Loan	\$3,200,000 awarded \$1,870,000 received \$1,330,000 left	Finance Director	Need to close out
Water Study	WS DOH	\$35,000 awarded \$35,000 remaining	Finance Director	Collecting bills, need to submit.
USDA Forest Service	USDA	\$50,000 awarded \$5,500 received \$44,500 remaining	Finance Director	Final Bill submitted.
Discovery Trail- 17 <sup>th</sup> Street SW to Beard's Hollow	Washington Dept. of Transportation- Transportation Enhancement Act	\$307,072 requested \$180,000 awarded \$180,000 remaining No match required	Community Development	Bids can be advertised pending approval from WSDOT on environmental assessment revised by ELS.
GMA Update	Washington State	\$6,250 requested	Community	Awaiting official

Project or Use	Funding Source	Amount Requested Awarded/Remaining	Department Responsible for Grant	Status
Grant	Department of Community, Trade, and Economic Development	\$6,250 awarded No match required  *Next FY the City will receive an additional \$2,500 because funds cannot be awarded across fiscal years.	Development	contract document
Emerging Issues Grant (EIG) for Parks and Open Space Plan	Washington State Department of Community, Trade, and Economic Development	\$10,000 requested \$10,000 awarded	Community Development	
Design Grant	Cowlitz Wahkiakum Council of Governments	No specific dollar amount is required for application; however the project applied for would include design work of the Bolstad Avenue Reconstruction	Community Development/ Parks and Streets	Approved
2006 Lewis and Clark National Historic Trail Challenge Cost Share Program	National Park Service	\$250,000 requested with \$250,000 match \$12,000 awarded \$12,000 match required	Community Development	Received initial notice of funding. Waiting for formal award packet and determination of match funds.
<b>City Council Approved Revisions to the Budget for Future Budget Amendment:</b>				
Meeting Date:	Agenda Bill:	Project:	Fund:	Amount:
March 15, 2006	AB 06-28	Playground Equipment Donation—Site Prep	Parks	\$6,000

## Staff Action Items/Council Information

Item	Date of Change in Status	Item	Comments	Department
1	October 4, 2006	Trendwest SSDP Revision	Trendwest submitted a request to revise the SSDP to move the parking from under the building to surface parking. We are waiting for a report on environmental impacts from them.	Administrator
2	October 4, 2006	Noise Complaint—Crematorium	I will be visiting the property to discuss the situation with the owners	Administrator
3	October 4, 2006	UGA location	There has been confusion regarding the actual Urban Growth Boundary lines. The County is going to provide us with a corrected map—last report is our UGA does extend north of the City limits. Once we get the revised map I will update the Council.	Administrator
4	October 3 2006	Atlas SSDP Appeal	Shoreline Hearings Board ruled in favor of Atlas	Administrator
5	September 28, 2006	Boys and Girls Club	The group requested funding and support. We are going to allow them to modify the northwest corner of the old Kite Museum for temporary office space.	Administrator
6	January 2006	Personnel Policy Manual	We have adopted some revisions to the manual, but have not incorporated them into a new draft. We need to do so to avoid audit findings and to provide a clear policy manual for our staff.	Administrator
7	February 2006	JPCA Eagles Acquisition	The JPCA is working on acquiring an existing affordable housing property.	Administrator
8	September 28, 2006 Complete	Kite Museum Sign—WSDOT	Placed directional sign for Kite Museum at the corner of Sid Snyder and Pacific, they have removed the sandwich board sign.	Administrator
9	June 2006	RV Show 2007	Coordinating with Pacific Events Group for annual RV's by the Sea RV Show to be held the end of April 2007 at the Bolstad Beach Approach	Activity Coordinator
10	Complete	SummerFest 2006	Have created a Schedule of Events and confirming dates with entertainers. Working with sponsors	Activity Coordinator

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			for all safety weekend activities; such as Beach, Fire, Bicycle Rodeo, and Child Safety weekends throughout the summer.	
11	Complete	SummerFest Children's Literacy Program	Arranging for community leaders to come and read during children hour to help promote children's literacy. Books read will be donated to the local Timberland Libraries on the peninsula. \$700.00 was raised to pay for the books.	Activity Coordinator
12	September 2006	Cruise Ship Tours	Coordinating with Bruce Connors from Sundial Travel on excursion tours for Long Beach. Created and submitted 3 tour excursions for the 2007 Cruise Ship schedule.	Activity Coordinator
13	September 2006	Festival & Event Management Certificate	Turned in Project for University of Oregon titled, "Strategies for obtaining free media for your event"	Activity Coordinator
14	September 2006	Bark for the D.O.G 2007	Working with the Humane Society for their 2007 Doggie Olympic Games event in Long Beach.	Activity Coordinator
15	September 2006	Informed Merchants Survival Guide	Working with the Long Beach Merchants on the Informed Merchants Survival Guide to help businesses promote events, lodging, and Long Beach business.	Activity Coordinator
16	September 2006	Tentative Native American Conference May 2-4, 2007	This multi-nation event would include educational performances, a Native American leaders workshop, and then involve all participants in the Loyalty Days parade.	Activity Coordinator
17	September 2006	Tentative Mosaic Art Festival	An Art festival that would include all styles of art, as well as artists of all ages and skill levels.	Activity Coordinator
18	September 2006	University of Oregon Volunteers Workshop	I attended a workshop regarding how to attract and retain volunteers for events and festivals. Notes and workshop manual available upon request.	Activity Coordinator
19	September 2006	LTAC	Putting together the agenda packet for the October LTAC meeting	Activity Coordinator
20	October	SummerFest	Preparing the SummerFest 2007	Activity



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	2006	FY 2007 Budget	budget request.	Coordinator
21	October 4, 2006	Bolstad Street Improvement	We received funding assistance and they are working on a design.	Community Development
22	April 26, 2006	FY 2005 Monthly Financials	December finalized, Year end financials sent to State Auditor.	Finance
23	April 5, 2006	Loan Applications	Gray and Osborne on the cities behalf prepared loan requests to Public Works Trust fund and the State Revolving Fund for improvements according to the new Water Comp Plan. We received approval from the SRF. Need to Work with engineers to set up a bid packet.	Finance
24	April 26, 2006	Grant Reimbursement Request—Condor	Working with Garry Schalliol and Jim Sayce of the Washington State Historical Society to bill for the Condor Project. Payment received.	Finance
25	July 12, 2006	FY 2005 Budget Closeout	Completed	Finance
26	February 2006	GIS System Update	Purchased and setting up the GPS Handheld system. Software is installed, units are entered into the system and data is being translated.	Finance
27	July 12, 2006	Police Vehicle Claim	Title sent to Evergreen Adjustment. Check received. Awaiting Final #'s from Chief Wright	Finance
28	April 5, 2006	File System Upgrades	Working with Ragan to Sort and File city agreements and contracts in a more orderly manner searchable by database. Completed	Finance
29	February 2006	Richard Roy Scott Claim	Working with WCIA regarding Lawsuit filed by Richard Roy Scott	Finance
30	May 21, 2006	Computer System Update	Linda & David up and running.	Finance
31	October 1, 2006	Budget 2007	Working with Council to set up workshop dates.	Finance
32	October 1, 2006	City Financials	Up to Date	Finance
33	October 1, 2006	Discovery Trail	Helping Naselle Rock with location questions	Finance

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34	October 1, 2006	City Network & Cameras	Working with Computer Creations NW to install last Camera at Culbertson Park. Worked with Ford Electric to solve Arcade Camera & 5 <sup>th</sup> Street Restroom Camera problems. Working on City network to get high speed access to City Shop.	Finance
35	October 1, 2006	NIMS Training	Setting up training for Fire Department October 7, 2007, rest of city soon.	Finance
36	October 1, 2006	Comp Plan	Working with CREA to produce maps for workshops.	Finance
37	October 1, 2006	Annual Hose Testing	Completed for 88-21, 88-22, 88-23. Still need to do 88-24 & Hose Rack.	Fire
38	May 21, 2006	Templin Foundation Request	Requested \$30,000 from the Templin Foundation for SCBA fill station apparatus. Grant awarded, SCBA system ordered & Installed.	Fire
39	April 26, 2006	Testing of SCBA Equipment	Contacted Sea Western about annual required testing of SCBA equipment. Completed	Fire
40	May 21, 2006	Truck Information Books	Created books with useful information on important fire related information in an easy to understand format. Books currently have information on Hydrant Location, Burn Permits, Hazardous Materials, Tsunami Evacuation locations, Pacific County All Hazards Evacuation Plan. Updated by adding maps of Ilwaco Port.	Fire
41	October 1, 2006	AHAB Siren	Contract Complete, working with Pacific County Emergency Management on installation and location.	Fire
42	August 2006	Repairs	Repaired the extra picnic tables used for various festivals	Parks
43	August 2006	Playground	Staff installed a new slide at Culbertson Park	Parks
44	September 2006	Fish Alley	Replaced the sign posts at the entryway	Parks
45	August 2006	Softball Tournaments	Set up and Cleaned up for tournaments on August 2-3; 16-17; 23-24	Parks

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46	September 2006	Maintenance	Pruned back the Rhododendrons at the Gazebo park	Parks
47	September 1 <sup>st</sup> – 4 <sup>th</sup> , 2006	Labor Day Weekend	The weekend went well.	Police
48	September 8 <sup>th</sup> – 10 <sup>th</sup> , 2006	Rod Run Weekend	The weekend was very busy. We issued 35 citations this year. Last year we issued 45 citations. We had 220 calls for service this year. Last year we had 250 calls for service.	Police
49	September 14 <sup>th</sup> – 15 <sup>th</sup> , 2006	Training	Officer Randy Busby received training on the investigation of domestic violence.	Police
50	September 24 <sup>th</sup> , 2006	Community Policing	Loretta assisted with the safety fair in Ilwaco. This was part of the Beach to Chowder Race.	Police
51	June 30 <sup>th</sup> , 2006	Community Policing	Loretta assisted with the Health Fair at Ocean Beach Hospital.	Police
56	September 30 <sup>th</sup> , 2006	Training	The department had firearms training.	Police
57	June 1 <sup>st</sup> – 30 <sup>th</sup> , 2006	Training	Over the month of September the department received training in the investigation of officer involved domestic violence calls.	Police
58	August 2005	PUD Fiber Optic Vault	The staff met with Councilmember Cook on locations and is finalizing the staff position. Once complete we will meet with the PUD.	Streets
59	August 2006	Drainage	Installed new drainage pipe and catch basin on 3 <sup>rd</sup> Street South	Streets
60	August 2006	Maintenance	Cleaned out catch basins with VacCon truck	Streets
61	September 2006	Paving	Completed Washington Street Overlay project	Streets
62	September 2006	Drainage	Awarded contract and work has begun on drainage project behind the fire hall	Streets
63	September 2006	Signage	Replaced faded and missing street stop signs	Streets
64	September 2006	New service installations	The crew has installed (22) new services since the start of the year, with (6) more pending.	Water

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65	September 2006	Locates	Staff did 14 new locates during the month.	Water